

STEP BY STEP INSTRUCTIONS FOR INCOMING EXCHANGE STUDENTS - 2017-18

1. BEFORE ARRIVING IN CEU SAN PABLO:

Fall Semester/Full academic year students 2017-18

Nomination deadline: 30th April 2017 Nominations should be sent to: international.office@ceu.es by your home University	Application deadline: 15th June 2017
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Spring Semester 2018

Nomination deadline: 30th September 2017 Nominations should be sent to: international.office@ceu.es by your home University	Application deadline: 15th November 2017
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Application Form for incoming exchange students:

<http://servicios.ceu.es/CEU-erasmus/estudiante/inscripcion.aspx?q2=ENG> .

How to complete the Application Form:

If you are coming to CEU San Pablo University as **Erasmus + student (European students)** you have to choose as mobility type "**Erasmus**".

If you are coming to CEU San Pablo University as **International exchange student (All non-European countries)** you have to choose as mobility type "**Bilateral**".

Please note that if your Identity number/passport has more than 9 numbers, you can only introduce the last 9 numbers of your ID.

If you need assistance to complete the application form please send an email to uspceu.internacional3@ceu.es or uspceu.internacional@ceu.es

After completing and submitting your data, you will receive an email with you application form.

This Application Form has to be signed by your International Coordinator, and sent by post or scanned to our Office including the required documents:

- 1 photo
- copy of passport/ID card
- copy of health insurance card.

You will also receive a username and password to enter again in the **Erasmus and International Student Portal**. If you want to check your registration please enter this link:

<http://servicios.ceu.es/CEU-erasmus/estudiante/index.aspx?q2=ENG>

If your Home University needs an **acceptance letter** from us, please send an email to uspceu.internacional3@ceu.es or uspceu.internacional@ceu.es , stating your complete name and surname, period of stay and passport number.

2. **ONCE IN CEU SAN PABLO**

- Attend the **Welcome Day** for International Exchange Students (dates will be given to you before by email)
- **Go to the International Office** (Julián Romea, 20 - <https://goo.gl/maps/tC7mbiiEzkg>) for the sign-up in our University.

You will need:

- ✓ Supporting document of your university status
- ✓ Learning Agreement signed by your home University
- ✓ If you haven't send them before:
 - 1 photo
 - copy of passport/ID card
 - copy of health insurance card.

You will receive:

- CEU Student card
- CEU email address and access to wifi

3. **BEFORE LEAVING CEU SAN PABLO:**

- Have your certificate of Attendance signed and stamped at the International Office
- Make sure your Learning Agreement is signed by the International Academic Coordinator of your Faculty in CEU San Pablo

Note: The official Transcript of Records will be sent directly to the International Office in your home University by email and by post at the end of the semester/year.